The Chart of Accounts Manager Disk

Yet *Another* Enclosure?

As sometimes happens in the development of a new program, we added a powerful new feature and capability to *CPA* after the printing of the regular User's Guides. The feature is "**The CPA Chart of Accounts Manager.**" It gives you the capability of maintaining a "library" of different charts of accounts for installation and use on different data disks that you might require. We didn't want to wait for the printing of new User's Guides before we offered this added *CPA* value, so we are including it as a bonus now.

Copying The Disk:

The Chart of Accounts Manager (CAM) is located on the *CPA* disk side which is labeled "**Chart of Accounts Manager,**" and is a separate program from *CPA* itself. The Manager program has the capability to copy itself, or to copy a chart of accounts onto a new blank disk, thus creating a customized ready-to-use data disk in one simple step. You may make as many copies of this program and data as you wish, and you may give copies to others. This will allow you and your friends who use *CPA* to easily share useful charts of accounts which you develop.

How It Works:

CAM contains a few features which are also found on the *CPA* program disk, plus a whole new set of its own. As its name states, the program's purpose is to manage charts of accounts. So it will do this, CAM has been given a special set of associated capabilities:

* **It will create a new data disk with a chart of accounts.**

* **It will maintain a "library" of up to twenty (20) different charts, from which you may choose the chart you want to use. (There are nine ready-to-use charts already on the Manager disk.)**

* **It will list the contents of any chart in the library for easy examination.**

* **It will allow you to delete any chart which you do not need from the library.**

* **It will add the chart of accounts from any *CPA* data disk to the library, or allow you to create a new chart of accounts from scratch without using the *CPA* program.**

Only the CAM program should be used to install a library chart of accounts on a data disk. *Do not* attempt to use the main *CPA* program's Utilities Segment to copy a chart of accounts from a Chart of Accounts Manager disk, as this will cause a computer error. Once a data disk is created with the CAM program, you may begin using it immediately with *CPA* without using the Utilities Segment.

How To Use CAM:

To begin use of the CAM program:

1. Insert the disk labeled "Chart of Accounts Manager" into Drive 1 with the Chart of Accounts Manager label facing up.

2. Switch the computer ON.

3. CAM will now load itself and begin to run.

(Note: Copies of the Manager disk side which you make using CAM will work the same way.)

As the program loads, you will see the *CPA* title and copyright screens. When the CAM program has completed loading, you will be presented with its main menu.

Main Menu Choices:

"M(ake a copy of this disk" and "C(reate new data disk" have different results, but are used in similar fashion. Both require a new blank disk (or a used one you don't mind erasing) in Drive 2. Like the functions in the *CPA* Utilities Segment, they will prompt you to type *OK* to continue or you may press [ESC] to leave either function without making a new disk. You should find the screen prompts to be self-explanatory. Press [M] or [C] respectively to choose these functions. Note that you must have already selected a chart of accounts before you will be allowed to select C(reate new data disk. *You should choose "M(ake a copy" first, then work with the copy while using CAM, because several of the CAM functions will not work with the original write-protected Manager disk which is shipped with* CPA.

"S(elect chart of accounts" enables you to choose from one of the charts already stored on your Manager disk or copy of it for further action. When you press [S] from the main menu, you will be presented with a list of the charts on the Manager disk, in menu form. You may then choose one of the charts by pressing the number key ([0] to [9]) corresponding to a number on the screen listing, you may choose to see more of the list (if available) by selecting **More**, or you may Q(uit (return to the main menu) by pressing [Q]. Once you have selected a chart of accounts, other main menu functions become available to you.

"L(ist selected chart of accounts" works identically with the "List chart of accounts" print facility in *CPA* itself. See *The CPA Reference Guide* for further details on this facility.

"A(dd a new chart of accounts" allows you to place another chart of accounts on your **copy** of the original Manager disk (the original is write-protected). You have two options after you choose this function by pressing [A] in the main menu: From D(isk or M(ake new one? Press [D], then follow the screen prompts to copy the chart of accounts from any existing *CPA* data disk. If you want to create a totally new chart of accounts, press [M]. You will then be given a menu allowing you to make all the entries in a chart of accounts for yourself. The options here are essentially the same as those given in the Chart of Accounts function of the Setup Segment in *CPA*. Please see *The CPA Reference Guide* for further details.

"D(elete selected chart of accounts" removes whatever chart you have already selected from a **copy** of the Manager disk.

"E(dit selected chart of accounts" also works identically to a Chart of Accounts option in the Setup segment. Again, see *The CPA Reference Guide* for instructions if you need them.

X(it:

To end use of CAM, press [X] to select X(it **program** from the CAM main menu. You will then be prompted to change program disks and press [RESET], which will allow you to load and run another program. (This procedure is identical to X(iting from *CPA* itself, which is explained in *The CPA Reference Guide*.)